

WEEKLY BULLETIN

May 23, 2005

Clearfield Job Corps Center

Vol. 14, No. 20

SST: #6 Living Standards

The Marlene Lipski Bell Tower

If you have ever been to a graduation ceremony you just may have seen a somewhat small in stature women with a huger than life smile saluting our graduates and the ringing of a very loud bell.



Some people loved the bell, others silently endured it, but all could recognize the one ringing the bell simply loved each and every one of our students.

Being with our students and teaching them was not a job to this amazing women, it was her life; it was who she was, the very essence of her being. That's what made Marlene Lipski so special.

It is hard to comprehend that such a one as this is no longer with us. Yes, gone will be the bell, the energy, the smile, the love but nothing can take away her spirit from those who knew her well. Clearfield Job Corps Center would like to erect a bell tower that would not only chime on the hour and bring a sense of peace to all, but would also be rung each time a student got a job for \$8.50 or more.

The bell tower would be located in the middle of the mall area where long term a new academic area is planned to be located. A small monument would be placed at the base of the bell tower identifying this structure as the Marlene Lipski Bell Tower.

This project would only be a dream if it was not for the Student Leadership Council. Representing the student body, they have agreed to donate \$5,000 toward this cause. Although we can potentially do some of the work and purchase some of the materials as a miscellaneous V.S.T., it will not cover the total amount.

If you would like to assist with this cause please consider making a donation. Further information as to how to make this donation, we'll be printed in the next weeks bulletin.

Dean Hoffman, Center Director

#6 Living Standards

Whether we are at home or at work, we are affected by the living standards we follow. Since we normally share out living or work space with others, it is important that we keep it clean, orderly, and pleasant. The way we keep our physical space says a lot about who we are. Job Corps has set rules for its living arrangements in order to create a safe environment and make living away from home as comfortable as possible for students from so many different backgrounds. Setting basic standards of hygiene is important in order to keep everybody healthy. The skills involved in maintaining these standards come in handy after leaving Job Corps and going to work. On the job, employers expect working spaces to be kept clean and safe. And, when sharing an apartment or office with someone else, it is very important to agree on rules of cleanliness and levels of responsibility for keeping the living and working places functional and pleasant.



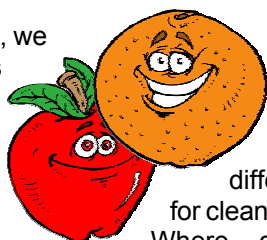
Key Words & Concepts

HYGIENE: conditions and practices that serve to promote or preserve health

LIVING STANDARD: a measure for determining whether a living or working environment is safe, orderly, and comfortable

Emotions

People often have strong feelings about living standards. It helps if people who work or live together openly discuss their standards for cleanliness and order.



Diversity

People from diverse backgrounds may have different living standards for cleanliness and order. Where diverse people work together, it's important to learn about and respect co-workers' preferences.

Change

Adapting to new living standards can cause us stress. Educating ourselves about the standards of a new workplace can help us adapt.

Creating a Positive Environment

Safe, healthy, orderly living standards create an environment that puts people at ease and helps them do their best work.

THANK YOU!

Dave Richards, Maintenance, "Thank you" from Carolyn Duncan, Test Administrator, for installing new light fixtures in the testing office.

Tammy Twitchell and the cafeteria staff, "Thank you" from Cindy Mann, Student Services, for the great job they did on the Ice Cream Social, Thursday, May 12th. The California admission counselors and students enjoyed the food and the visit.

Academic Stars



Reading Completers

Tamisiea Eurin
Akeem Gray
Sara Kirstine
Timothy Tanner
Jason Wright

Math Completers

Jahlan Bowen
Sada Hough
Yesenia Jimenez
Brandon Lee
Steven Mahn
Brandon Lee
Steven Mahn



GED Completers

Dean Axtell
Brandi Baker



Eric Hoff
Nicholas Karlson
Cub Leatham
Adam Manzanilla
Rachelle McMullin
Derrick Mitchell
Nathan Wilkinson

Obtained Drive's License

Ramsey Barksdale
Haddis Bekele
Alden Allen

Employee Assistance

Crisis Line: 1-800-833-3031
Appointment s: 1-800-218-6333

Mentor Meetings

Reminder the mentors' meeting every Wednesday at 2:00 PM in the Eagle Room.

Revised SOP

SOP 506.8, Source of Supply/Vendor Lists, has been revised. Please update your SOP books.

Clearfield Received President's Club Award For Loss Control



On May 12, 2005 Clearfield Job Corps Center was awarded the **President's Club Award** for outstanding work in loss control 2004 by MTC President

Scott Marquardt. This is the first time that Clearfield has received this award since 1995. In order to get the award, a facility must have a lower incident rate than the corporation's overall incident rate. This is calculated at the end of each year. This is a great tribute to the staff who work hard to keep a safe and accident free center, great job Clearfield.

Residential Living Notes



Unit 1

Students Keith Dix and William Prince recently completed the requirements for the program and will be relocating to

Salt Lake City where they have full time job awaiting them.

Keith will be employed by Wabash Trailer and William will be employed at a local camera store.

Unit 3

Chris Potwin called to let us know he is still working at Freeway Transmission and Mike Mathis is working at Hillside Rehab as a CNA. He wants to work on getting his LPN Certification in June.

M dorm had zero alcohol and drug violations in the month of April.

Unit 4

Q dorm had a very successful pizza party. They have continued to work on the dorm.



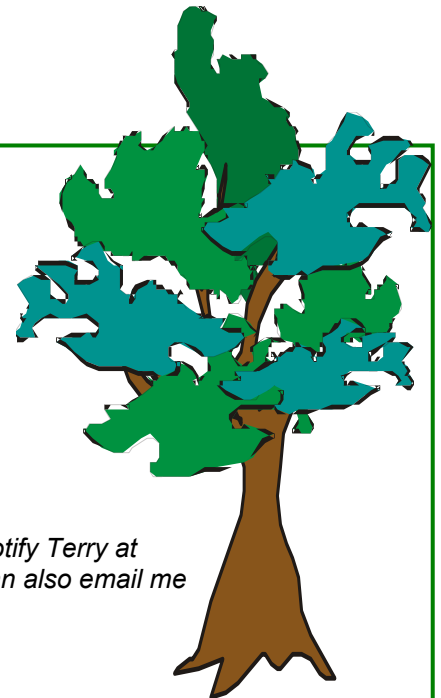
S dorm will say goodbye to Mr. Quinn this week. He has accepted a position with Weber Basin Job Corp.

Thanks to the staff in all the dorms for working so hard. Great things are beginning to take place and we look forward to building a positive team that will make us all proud.

"You helped me out"

"I'd like to give this to Craig DeBoer in Campus Safety for all the help he is to me on the weekends at night. He adds a little cheer to the evening with his distinct doorbell ring. We always know it's him." Donna Steen

Remember, the holder of the "tree" should pass the award on to someone else and notify Terry at extension 4202, so she can publish the name and department of the recipient. You can also email me your selection and reasons by Wednesday at moore.terry@jobcorps.org.



Vocational

Bill Abrams'

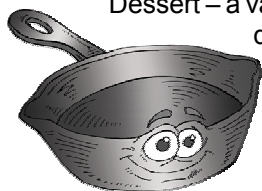
Culinary Arts class prepared a luncheon on May 12th for the Davis Chamber of Commerce Women in Business. It was held in the culinary lunchroom at the Vocation building and the following was served:



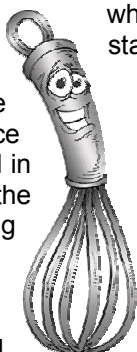
Appetizer –
Caesar salad
with house dressing,

Bread – fresh baked dill rolls w/whipped butter,

Main Course – broiled breast of chicken with a marinara sauce, sautéed green beans with mushrooms and toasted almonds, chicken rice pilaf with roasted green peppers,



Dessert – a variety of delectable desserts from our bakery.



Safety Tip

Please remember to wear your seat belt while driving. Three tickets will result in staff parking outside the gate.

LEADERSHIP

Ten student Leaders will be attending an off-center Leadership conference May 25, 2005, at the Salt Lake Community College Miller Center.

The conference includes eight speakers and is an all day event. Sunny Pattillo is working on selecting those ten students.



Welcome to Clearfield Job Corps Center

JOHN LAKE

Residential Adviser

ANGELIQUE FARKAS

Front Desk Medical Assist

MELODI RIMA

Records Clerk, Counseling

IRMA SORIANO

Administration

Status Change

JEFF WADE

Residential Advisor -On Call

REBECCA FOGARTY

Residential Advisor - On Call

"Tree Recipients"

The following staff members have been recognized by their peers for the "You helped me out" award. The little tree has been all around the center and will continue to travel as you recognize your peers for the little things they do everyday to help the students and our center.

Warren Beck, Property
Mike Bird, Facility Maintenance
Brenda Burks, Property/Linen Supply
Tony Burrell, Residential Living
John Bush, MIS
Loretta Cole, Residential Living
Lori Colson, UAW
Craig Deboer, Campus Safety
Kathy Dobrowolski, TEAP
Vickie Dunn, MIS
Peggy Escuriex, Vocational Programs
Beth Fiorello, UAW-LETC
Henry Garcia, Property
Nicho Garcia, Vocational Programs
Dave Goodin, Safety
Dean Hoffman, Center Director
Kathy Holloway, Human Resources
Glen Horspool, Security

Frank Ipsen, Budget Analyst
Ned Jensen, Facility Maintenance
Grant Johnson, Purchasing
Kent Jones, Vocational Programs
Mary Jones, UAW-LETC
Ron Korth, Wellness Services
Robin Kuntz, SEP
Gail Lord, Vocational Programs
Meredith Lund, Wellness Services
Cindy Mann, Student Services
Kevin Massey, Residential Living
Jim McEwen, UAW-LETC
Terry J. Moore, Administrative Assistant
Gordon Osborn, Applied Academics
Maryee Otero, WBL
Gary Pack, Vocational Programs
Bonnie Parker, Purchasing

Linda Pizel, UAW-LETC
Francie Potter, Counseling Services
Anita Proul, Wellness Services
Wayne Ropelato, Vocational Programs
Mike Sacco, Facility Maintenance
Samruay Sullivan, Food Services
Dushaun Sattiewhite, MIS
Lisa Schlottman, UAW-LETC
Debbie Schmidt, Human Resources
Chad Smith, UAW-LETC
Jacque Snell, Residential Living
Kray Stanley, Security
Donna Steen, Wellness Services
Denise Tams, Accounting
Kees Terlouw, MIS
Ellie Webb, MIS
Lori Wickham, Residential Living
Guy Zesiger, Audiovisual



JCDC News

Vol. 5, No. 19

May 13, 2005

JCDC News is a weekly publication of the National Data Center. Distribution is to all contractors, centers, CT Providers, OA, Regional and National Offices.

Please e-mail feedback, comments, and questions to customerfeedback@jobcorps.org or call the TAC HelpDesk at 1-800-598-5008, Opt. 2

Remedy Access for POCs

The Data Center now offers POCs the capability to view the status of TAC tickets directly, through a Citrix-based interface to Remedy. POCs can log into Remedy, browse their tickets, and view details such as status, case ID, description, and incident resolution. The user ID request form, and additional instructions on using Remedy, are attached to JCDC Notice 04-197.



XP Upgrade Deadline Extended

JCDC Notice 04-103 set a deadline of June, 2005 (six months from the notice issuance date) for centers to upgrade older operating systems to Windows XP or to remove them from the network. This deadline has been extended to **August 31, 2005**. For more information about this upgrade requirement please refer to JCDC Notice 04-103.

Inside the Network - Update

The Job Corps student network is currently up and running at the Hartford Job Corps Center, which is a test site for the pilot phase of this program. Students at Hartford may use student Citrix accounts to access the Internet from thin clients.



The Data Center will monitor resources and evaluate the success of the implementation. Information gathered during this trial period will help the

Data Center Technical team design solutions for wider deployment.

CDSS Connection - CIS

The Attendance module in the May 16 CIS release includes a new **Attendance Summary Report**. This report displays all students with absences or tardies in a date range, and indicates which were excused and which were unexcused. Optionally, the report can be filtered by dorm or counselor. For more information on this and other features of the May 16 CIS release, please refer to the Release Notes attached to JCDC Notice 04-198.

ETA Property Management

An electronic copy of the **ETA Property Management Handbook No. 359** is available online at the Job Corps Training Web site (<http://training.jobcorps.org>). This handbook contains property management procedures that all contractors with contracts issued by ETA must follow.

Click on the **EPMS** link, and then on the **Training Resources** tab.

This Week in Training

Email deployment@jobcorps.org to enroll in the class of your choice. All times are Central Daylight, so please adjust for your time zone.



May 16	PCDP/OASIS New Release Preview	9:30 AM
	IT Trax Preview	3:30 PM
May 17	IT-POC Conference	all day
	CIS Disability & Accommodation	9:30 AM
	May CIS New Release Overview	3:30 PM
May 18	IT-POC Conference	all day
	May CIS New Release Overview	9:30 AM
	PCDP/OASIS New Release Preview	3:00 PM
May 19	IT-POC Conference	all day
May 20	PCDP/OASIS New Release Preview	9:30 AM
	IT Trax Preview	1:00 PM

For more info on the CDSS Suite of Applications training, visit our Web site:

<http://training.jobcorps.org>

MINUTES

ASSOCIATES' MANAGEMENT MEETING

May 17, 2005

ATTENDEES:	Dean Hoffman	Mike Bird	Merle Hill	Dave Sackolwitz
	Hank Owens	John Bush	Russell Johns	Kray Stanley
	Jim Sandoval	Veronica Edet	Marty Kenison	Jeff Stewart
	Jacque Snell	Spencer Egan	Ronald Korth	Scott Walker
	Rod Stanger	Henry Garcia	Mark Mansell	Barbara Wright
	Randle Anderson	David Goodin	Stormy Meldrum	Terry Moore
			Scott Pattison	Irma Soriano
EXCUSED:	Lydia Stevenson	Robyn Wright	Ray Farzati	Kent Jones
	Harvey Brenner	Todd Crawford	Kathy Holloway	Elaine Walton
DEPARTMENTAL REPRESENTATIVE:	Edward Kearns, Food Services			
	Jason Madrid, CEO Leadership Council			
	Kristie Noble, Student Records			

Mr. Hoffman opened the meeting by introducing Irma Soriano, new Administrative Assistant.

Mr. Stranger announced CPSR auditors completed their assignment today. There were a few issues outlined; changes to PRC's will be implemented for improvements. Staff will be informed once changes are implemented.

Mr. Korth updated the staff that the Health Department was on site last week. Their duties were to vaccinate and immunize student and staff, as well as take swabs of the students. The Health Department will be back to test student to ensure the vaccination was effective. The CDC representative remains in the area and will possibly be back next week with the Health Department.

Mr. Madrid announced that the information booth is still trying to get more people involved. Jason also announced that the Council's term is nearly ended.

Mr. Pattison thanked Mr. Sandoval for the time and effort he puts into helping the students.

Ms. Meldrum announced that they are working on a poster to thank Ms. Grace Kilbane, Director of the Office of Job Corps, for approving the cost of the vaccinations. The posters will include the student's signature. Mr. Sandoval volunteered to deliver the poster to the National Office on behalf of Clearfield Job Corps.

Mr. Kenison reminded the staff that Friday there will be a trade group meeting at 8:00. He also wanted to remind the staff that due to the "Fun Day" activities scheduled for Friday, students in trades will need to take a change of clothes, if desired, since the dorms will not be opened and available for them to change Prior to the activities.

Mr. Bird reminded the staff that there will be a memorial service for Marlene Lipski on Wednesday from 7:15-7:40; in addition he announced the loss of a former staff member, Richard Milborn, transportation department.

Mr. Sackolwitz passed along the compliment he received from the Health Department on the behavior of the students.

May 10, 2005
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Mr. Hoffman distributed the Celebrating Excellence packets and instructed managers to post, distribute and encourage their staff to nominate. The completed nomination forms are due back to Human Resources no later than Monday, June 13, 2005.

Mr. Hoffman distributed the pre-assessment updates to those impacted managers. Areas that need to be improved are expected to make those changes prior the official assessment.

Mr. Hoffman updated on the merit increases and ensured the staff they are forthcoming. The increase will be retro to April 1, 2005.

Mr. Hoffman also announced that on May 12, 2005, Clearfield Job Corps Center was awarded the President's Club Award for outstanding work in loss control 2004 by MTC President, Mr. Scott Marquardt. He thanked Mr. Goodin and Mr. Stanley along with their teams for their efforts in making this possible.

Dean Hoffman
Center Director

Recorded by: Irma Soriano
Administrative Assistant